



FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

Minutes

September 17, 2009

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on September 17, 2009, in A-4C. The meeting was called to order at 2:02 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Dolan, Duran, Ellis, Jay, Laderman, Lupica, McCluskey, Sullins

Members Absent: Kovrig

Guests: Claypool (in for Kovrig)

I. APPROVAL OF MINUTES

The minutes of May 7, 2009 were unanimously approved as written (MSC: Jay/Ellis) and will be posted on the Palomar web page as follows:

<http://www.palomar.edu/committees.htm>

II. ACTION ITEMS/SECOND READING

No Items on Agenda

III. FIRST READING

A. Request for continuous coverage at ESC Campus Police Office

Mike Ellis reported on a recommendation from the Safety and Security Committee as follows:

“The District’s Safety & Security Committee recommends the staffing levels for the Campus Police Department have continuous coverage for a Police Officer at the Escondido Center wherever classes are in session.”

The item was brought to FASPC for first reading. This item was brought to Safety and Security Committee as a result of a robbery incident of a district employee across the street from campus and the heightened gang activity around the area. Bonnie asked if the request was to have a San Marcos officer re-assigned to the Escondido campus or to hire a new one. Mike mentioned that the committee did not specify how the recommendation should be accomplished. Various members of the committee spoke on how the area has gotten worse over the years. Debbi Claypool asked what the liability issues are in regards to if something were to happen on the Escondido site and an officer was not present. Bonnie mentioned that the district

technically could not be held responsible for an act of violence on our property. Mike added that the Escondido Center does not always have an officer on site. Sometimes it is a CSO; other times it is an officer. Ken Jay mentioned that it comes down to a resource issue. The district has only so many officers scheduled. Is the San Marcos campus willing to have less of a presence so that Escondido can have more of a presence due to the volatile area? Bonnie asked council members to think about the recommendation and bring it to their constituency groups. The item will be on the agenda for second reading on October 1. Don Sullins asked if the college pays any liability insurance in case someone was to get hurt on campus. Ken Jay said yes, that we do, insurance covers the district if for some reason we caused the accident.

IV. DISCUSSION/INFORMATION ITEMS

A. FY2009-10 Budget Update

Bonnie handed out the FY2009-10 General Fund Combined spreadsheet that is included in the Adopted Budget approved by the Governing Board on September 8th. Bonnie reported that the spreadsheet was also distributed at the President's recent "All College Forum". Bonnie reviewed the document with the committee members to include a discussion of the FY08-09 Actuals and the FY2009-10 Adopted Budget projections. Bonnie also explained the difference between the FY2008-09 budgeted ending fund balance and the actual ending fund balance upon closing of the books for the fiscal year. The difference between the actual and budgeted fund balance is due to an increase in revenue and a savings in budgeted expenses. The revenue ended up being \$3,541,182 higher primarily because the District met the benchmark of 20,000 FTES. In addition there was \$2,337,746 in budgeted expenses savings. Bonnie then presented the FY2009-10 budget projections. She also reported that there is \$1,250,000 in assumed savings in the Academic and Non-academic salaries and benefits budgeted amount. Debbi asked if the savings were due to any certain positions not being filled as a result of the existing hiring freeze. Bonnie responded yes and also the fact that people leave the district or hired at different points in a fiscal year. Bonnie also explained that budget includes projected growth revenue for FY2007-08 and obligation on this amount based upon negotiated agreements. Becky McCluskey asked what was included in the "benefits" amount. Bonnie responded that statutory benefits e.g., PERS, STERS and fringe e.g., health and welfare benefits were included in the budgeted amount. Bonnie pointed out that the FY2009-10 budget projects a \$4.8M deficit (without regard for Designated projects), which is primarily due to the projected apportionment cut of \$3.2M. Pat Lupica wanted clarification on why there seems to be a discrepancy on the numbers stated here and the numbers that have been seen in various emails i.e. the large reserve balance. Bonnie responded that she distributes projected information at various times throughout a fiscal year, the projections are always dated as to the currency of that data and that numbers are always changing based upon several factors related to revenue and expenses. Bonnie explained that apportionment revenues are projected by the state at intervals: the P1 (First Principle Apportionment) comes out about 6 months after the start of the fiscal year which starts in July, The P2 (Second Principle Apportionment) comes out around June at the end of the fiscal year. Then the state comes out with the final "recal" the

next January/February. Consequently, final revenue numbers are not known until after a fiscal year has ended.

Bonnie then distributed the latest projection of FY2009-10 FTES as of the morning of September 17th, which Herman Lee from Enrollment Services generates. Bonnie explained what our FTES was for FY2008-09 and reported that if we keep at the current enrollment rate, we could approximately 1,500 unfunded FTES. Given the state's fiscal situation, districts' workload measures (Base FTES), which drives apportionment is currently projected to be 3.39%. Discussion followed including how other districts/colleges are dealing with cuts in apportionment funding; for example, eliminating summer, pay cuts, and furloughs. Palomar is looking at sections and cancelling ones that are less than 18 enrolled and/or are not required for a degree. Bonnie mentioned that it will be a difficult year and things will probably continue to be difficult into FY10-11.

B. F&AS Division Institutional Review

Bonnie explained that the Finance and Administrative Services directors have each completed the Institutional Review form for their respective areas and that over the next several meetings each of the areas will be discussed prior to being incorporated into a summary document for the division. Bonnie then distributed the Fiscal Services Institutional Review form and asked Phyllis Laderman to highlight key points. Discussion followed. Bonnie asked members to read the document for the next meeting so Phyllis can respond to any questions related to the document for Fiscal Services. Also handed out was the form for Information Services. Due to time constraints, a review of the document will be on the next agenda. There was some discussion about the data and how it was gathered including the fact that a division survey provided information included in the review process. Debbi asked about whether the survey went out to all the constituencies. Bonnie confirmed the survey was distributed district-wide in December 2008 by Research and Planning and the results were shared in February 2009.

C. ACCJC Commission Recommendations (Accreditation)

Bonnie reported that this will be a standing agenda item with updates provided on a regular basis. Bonnie distributed a handout listing the four accreditation teams' recommendations. Discussion followed. The team is expected to return to campus in March/April to evaluate our progress on the recommendations. Bonnie mentioned that other institutions are being similarly hit with the first three recommendations.

V. REPORTS

A. Report of Vice President

No report due to time constraints

B. Facilities Review Committee

No report due to time constraints

C. Safety & Security Committee

No report due to time constraints

D. Bookstore Advisory Council

No report due to time constraints

E. Food Services Advisory Council

No report due to time constraints

VI. OTHER ITEMS

Bonnie asked the Directors to report on things that have happened in their areas during the summer months. Phyllis reported that Fiscal Services closed the books, got the budget reports run, and went live with on-line requisitioning. Ken Jay reported that most of what happened since the spring semester is related to construction contracting as a result of the two new buildings going up on campus. A pre-qualification process for contractors has been instituted as required in the bond resolution. It is a financial and reference review prior to bidding each project and is used to ensure that we get qualified financially sound construction firms that can do the work and finish it. Ken also reported that the district entered into a new contract agreement with Follett Bookstore for the next 5 years starting in November. Mike Ellis reported on the finishing of the TLC, Child Development Center playground upgrade, relocated the upholstery shop from Shadowridge to Escondido, and the MIB grading is done. By the end of FY2008-09, 43 special projects or renovations were completed despite being short-staffed. The Health Sciences Building grading and pads were completed during the summer, the steel is completed, and the walls are going up on that building. The Escondido Center structural upgrade has been approved by DSA and will go out to bid and start construction in spring. The high voltage upgrade for San Marcos has gone out to bid, was awarded and is scheduled to be completed by January 3rd. The NS special projects and upgrades (10) are in process continuing through the fall. Just completed the bid process for the IS/Campus Police Generator project, scheduled for December/January. The IT Center project is in process; the plans from DSA are expected to be approved this month and after bid we anticipate starting construction at the end of this year. Planetarium plans should be approved this month and construction started in early 2010. The North Education Center GPA is making its way through the County of San Diego for approval, such that we can pull permits and hope to start grading on the site early into next year. Bonnie reported that the County's Planning Commission moved the GPA to the consent calendar on September 11th and we anticipate it going to the Board of Supervisors either October 21 or November 4. The approval process with the County has been slow, but we hope to start construction in February and it appears that we will remain on schedule. The Baseball Field Relocation project plans are completed and are being sent to DSA. In addition, Facilities completed eight Prop M special projects under Infrastructure/Facilities Improvement Plans during last fiscal year. Don reported his area has worked on Prop M projects under the Technology Improvement Initiatives. There are two major areas: Telecommunications Network Infrastructure Upgrade and Computer Technology Systems Upgrade. IS Finished the VOIP conversion on the San Marcos and Escondido campuses, expanded the wireless network in the Library and Escondido Center, worked with Knight

Security installing digital systems in 13 different building locations, deactivated the NEC Telephone switches on San Marcos Campus. Over the summer IS also installed and configured 575 new Dell desktop computers and laptops in student labs, replaced seven out of warranty servers, and installed 57 new Apple MACs in the Q and GJ buildings. IS also did the IT services required for the new TLC Center, including a tracker that tracks the usage of the Center, installation of 15 student computers and six for Faculty/Staff use, two mobile lab carts (20 Dell laptops and 20 MAC laptops), wireless network and VOIP phones. Don also reported that Information Services worked with Fiscal Services on the implementation of on-line requisitioning.

Bonnie commented that as everyone can it has been a very busy summer for the Finance and Administrative Services division and thanked the Directors for their and the staffs work throughout the summer.

VII. ADJOURNMENT

Meeting was adjourned at 3:37pm.

Next Meeting

October 1, 2009 - 2:00 – 3:30 p.m.

Conference Room: A-4C